



this was accepted. Thus, Paladino was found to be lacking one year of applicable experience.

On appeal, Paladino states that she works as a provisional in the subject title and she provides a list of her duties for example, she indicates that she initiates purchase requisitions, processes purchasing orders, print reports to verify vendor information, processes vendor information and payments, prepares invoices, prints and provides reports, processes monthly bills, sorts and distributes mail, assists callers, orders office supplies, produces 1099 forms for vendors, prepares file retention records, and maintains office equipment. The appointing authority supports, reiterates and reaffirms these duties and asks that Paladino be admitted to the examination.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an application may be amended prior to the announced closing date.

The appellant was correctly denied admittance to the subject examination since she lacked the required amount of qualifying experience. In the instant matter, credit was given only for clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. The appellant did not include her provisional position on her application and in her appeal submission provided a list of duties for this position. Her description of duties in her position as “Administrative” made no mention of experience with using a keyboard.

In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). As to the duties provided on appeal regarding her provisional position, the appellant listed a number of clerical duties she performs in support of processing purchase orders. However, none of them were primarily focused on operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Accordingly, the appellant’s provisional position appears to be misclassified. Therefore, the appellant lacks one year of applicable experience by the May 2017 closing date.

The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of the Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing

date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal be denied, and that the matter of the appellant's classification be referred to Agency Services for review.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 4<sup>TH</sup> DAY OF APRIL, 2018



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